

STAT

3 February 1965

MEMORANDUM FOR: Chief, Archives and Records Center

SUBJECT : Revised Operating Budget Estimates for FY 1966
and Preliminary Estimates for FY 1967

1. The Fiscal Year 1966 Operating Budget (covering period 1 July 1966 through 30 June 1966) and Preliminary Estimates for Fiscal Year 1967 (covering period 1 July 1966 through 30 June 1967) for the [] will be due in the near future.

2. In order to meet the deadline dates, and allow for internal review, components are requested to submit revised estimates for their Fiscal Year 1966 support requirements and preliminary estimated support requirements, based on the current workload and future plans, for Fiscal Year 1967 to the Budget and Finance Division [] not later than 26 February 1965.

3. Proposed requests for all types of supplies and equipment should be submitted through the Procurement and Supply Division [] for procurement fund estimating.

4. Proposed requests for alterations, additions, remodeling, etc., of buildings, should be submitted through the Engineering Division [] for technical evaluation and fund estimating.

STAT